

- **Option 1: New [NIDDK Site Dashboard](#) Page**

- When you open this page – mouse over the **Editor** column and select your name.
- Look at the **Status** column and look for pages marked as “Draft”
  - You can only filter by 1 column at a time, so don’t filter by Draft after filtering by your name.
- All pages that are marked as “Draft” are pages you have checked-out at one point and made changes to.
  - This gives you a list of the pages you’ve worked on
  - This does not tell you if the page is definitely checked out to you, but it tells you it’s a page that “might” be checked out to you
    - If it says “Pending” or “Approved” the page is checked-in and you don’t have to worry about it.
- Open the page via the hyperlink provided and look at the “Check-In / Check-Out” icon to see if you need to click “Check-In”.

| Page   | Editor                          | Status   | Date Modified |
|--|---------------------------------|----------|---------------|
| R24  | Reitnauer, Joshua (NIH/CIT) [C] | Approved | 12/4/2013     |
| <a href="#">A Time to Sleep and a Time to Metabolize</a> | Reitnauer, Joshua (NIH/CIT) [C] | Draft    | 12/4/2013     |
| <a href="#">Aging of Blood Stem Cells</a>                | Reitnauer, Joshua (NIH/CIT) [C] | Draft    | 12/4/2013     |
| <a href="#">P20</a>                                      | Reitnauer, Joshua (NIH/CIT) [C] | Approved | 12/3/2013     |
| <a href="#">U54</a>                                      | Reitnauer, Joshua (NIH/CIT) [C] | Approved | 12/3/2013     |
| <a href="#">P50</a>                                      | Reitnauer, Joshua (NIH/CIT) [C] | Approved | 12/3/2013     |

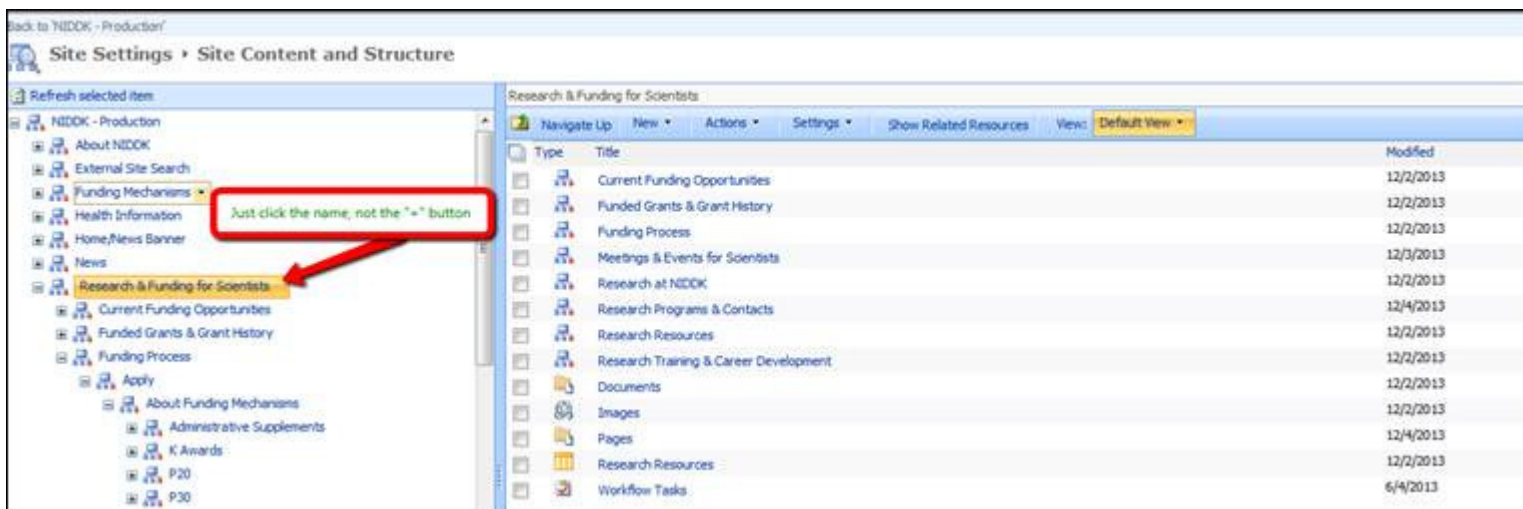
- **Option 2: Manage Site Content and Structure – Existing Pages Folder View**

- Go to a site page → **Sign In** → Click **Site Actions** → Click **Manage Site Content and Structure**
- You will now see the site hierarchy on the left side
- Navigate through the structure to the section of the site you were working on
- Open the “Pages” folder of that section
- When the page list appears on the right side – look for the “Checked Out To” column
- If a name appears in that column, the page is checked out to that person.

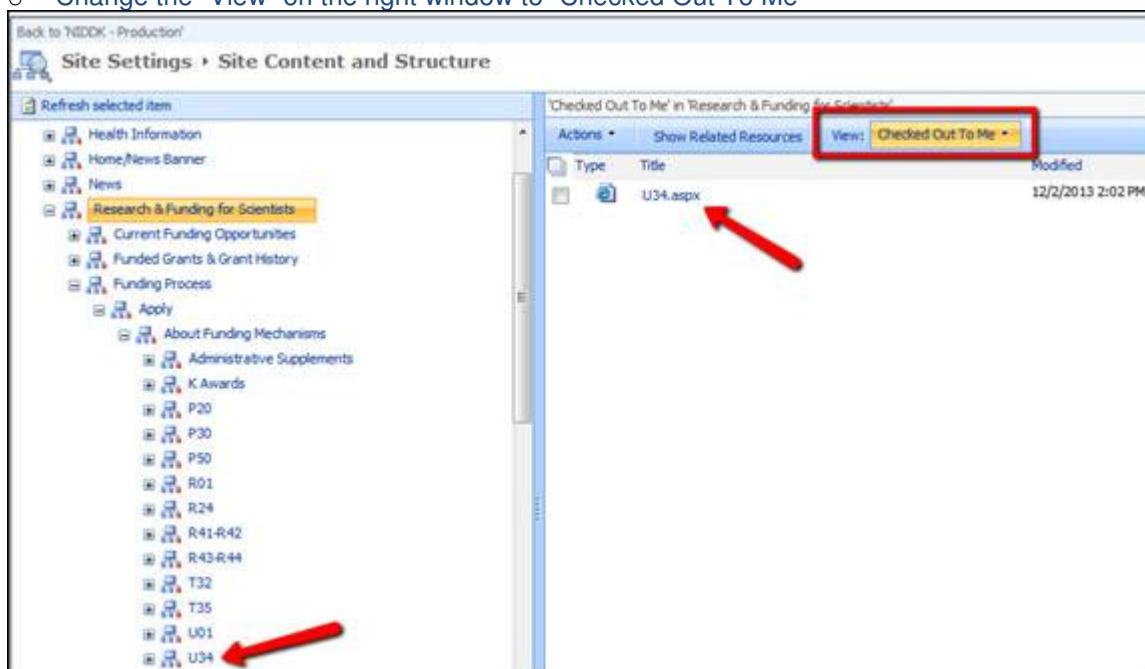
| Type | Name                           | Modified          | Modified By                     | Approval Status | Scheduling Start Date | Scheduling End Date | Checked Out To                  | Contact                         |
|------|--------------------------------|-------------------|---------------------------------|-----------------|-----------------------|---------------------|---------------------------------|---------------------------------|
|      | U34(default)                   | 12/2/2013 2:02 PM | Reitnauer, Joshua (NIH/CIT) [C] | Draft           |                       |                     | Reitnauer, Joshua (NIH/CIT) [C] |                                 |
|      | U34-Frequently-Asked-Questions | 11/7/2013 8:37 PM | Reitnauer, Joshua (NIH/CIT) [C] | Approved        |                       |                     | Edert, Hilary (NIH/NIDDK) [C]   | Reitnauer, Joshua (NIH/CIT) [C] |

- **Option 3: Manage Site Content and Structure – Change View**

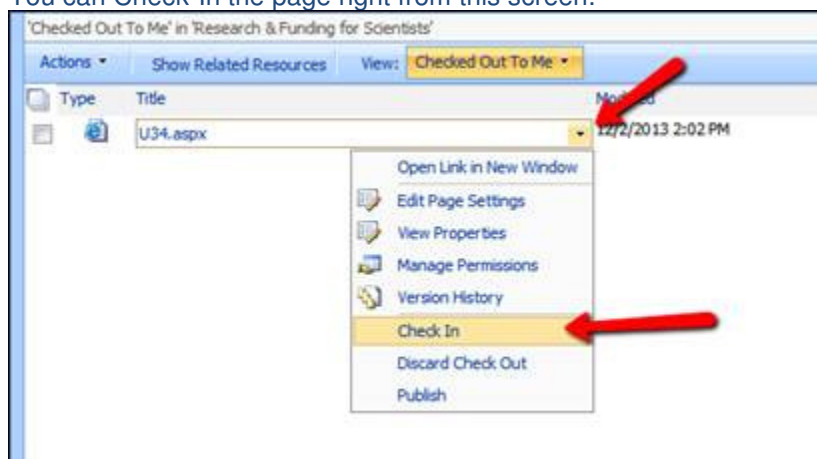
- Go to a site page → **Sign In** → Click **Site Actions** → Click **Manage Site Content and Structure**
- You will now see the site hierarchy on the left side
- Navigate through the structure to the general area of the site you were working on
- Click on the “Sub-Site” label itself so the folder structure appears in the right window. (Just click the name, not the “+” button):



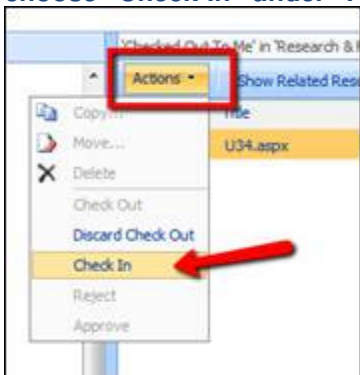
- Change the "View" on the right window to "Checked Out To Me"



- You should see pages within the section that are still checked out to you.
- You can Check-In the page right from this screen:



- **RISK:** This view does not always drill down through ALL of the sub-sites to find all lowest level pages still checked-out. You may want to try this view at a few different levels to confirm there are no additional pages checked out to you.
- **If there are many pages in the list, you can click the check-box on the left of the listing and then choose "Check-In" under "Actions":**



- All of the selected pages should check-in.
- Pages that refuse to check-in probably have an error on the page. Try to Check-in from the page itself and see if an error displays within the fields at the bottom of the page.